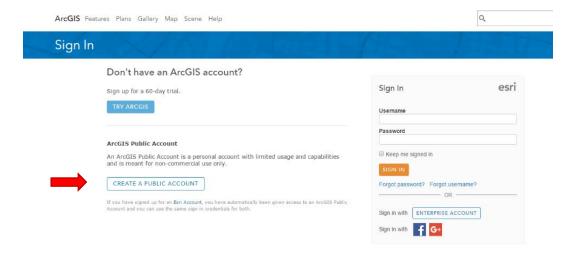
### **How to Sign up for ArcGIS Account**

#### Free Account:

- o www.arcgisonline.com
- Click on Sign In
  - o ArcGIS 60-day free trial
  - Create a Public Account --- free, but limited capabilities



- Donated or discounted licenses: Education, Nonprofits, Conservation,
  Disaster Response <a href="http://www.esri.com/esri-special-programs">http://www.esri.com/esri-special-programs</a>
- If you work for an organization that already has an ArcGIS license, ask to see if you can obtain an organizational account

#### **Paid Account Options:**

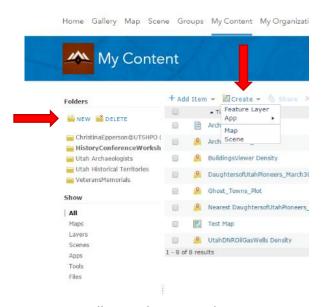
- o \$100 account http://www.esri.com/software/arcgis/arcgis-for-personal-use
  - ➤ You get:
    - ArcGIS for Desktop
    - ArcGIS Extensions (3D Analyst, Spatial Analyst, etc.)
    - ArcGIS Online Account
  - Noncommercial use only
- 51500 ArcGIS for Desktop Basic license <a href="http://desktop.arcgis.com/en/pricing/">http://desktop.arcgis.com/en/pricing/</a>
  - Includes ArcGIS Online account



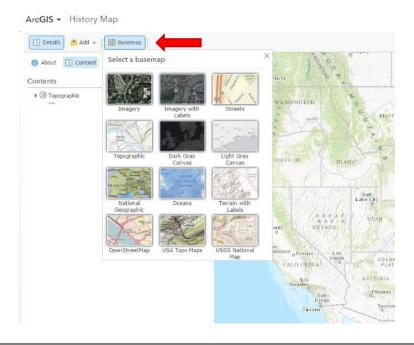
### Create a Map

#### Base map

- Open My Content tab
- Select New under Folders (this helps you keep projects organized)
- Select Create and Map



- o Fill out Title, Tags and Summary
- Select a Basemap (from Basemap or Add Browse Living Atlas Layers)

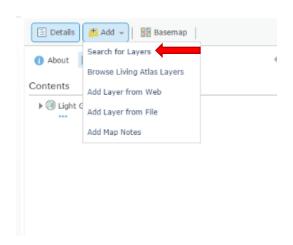


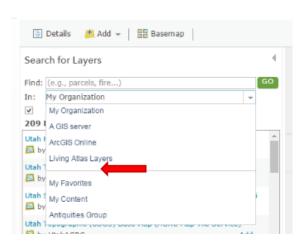


Save Map (remember to do this periodically as you make changes to the map)

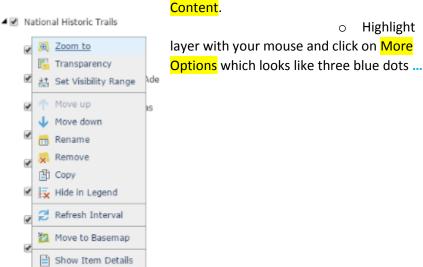
#### **Add Online Data**

- Search for Layers / ArcGIS Online
  - From the Add tab select Search for Layers and select ArcGIS Online from dropdown menu





- In Find: as example, type in National Historic Trails then select Add
- Click on Details to return to list of contents
- Click on Legend to view symbology of your layers, then return to



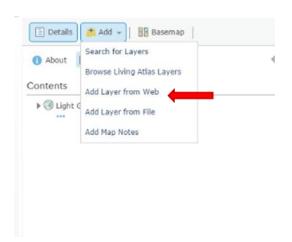


In our example, the National Historic Trails has been pre-symbolized, so to change the style (color or width), each trail needs to be selected to make those changes.



#### Add KML file

- Select Add tab
- Select Add Layer from Web
- o Insert the URL for the KML or KMZ file



OR...

- Open My Content
- Select Add Item / From My Computer
- o Choose File / enter Title and Tag fields



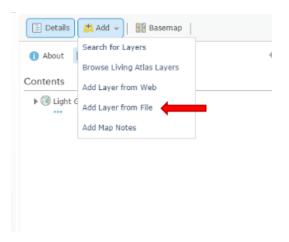


\*Note: you will need to use this method for downloading KMZ data from the Utah Division of State History Data Clearinghouse website. Constraints with Wordpress only allow for us to post links as zipped files.

#### Add GIS shapefile

## For files containing 1,000 features or less

- Select Add
- Select Add Layer from File
- Select Choose File (must be in .zip format)



OR...

- Open My Content
- Select Add Item / From My Computer
- Choose File / enter Title and Tag fields
- Must be in .zip format

### For files containing 1,000 + features

Create a Hosted Feature Layer



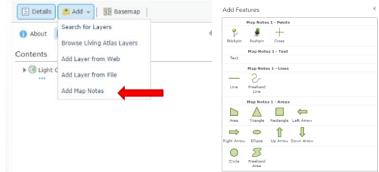
- Must have publishing privileges / can only be done with organizational accounts!
- Open My Content
- Select Create tab
- Select Feature Layer
- OR... You can split up your shapefile into different shapefiles (1,000 features each). This can be done in ArcGIS Desktop software.

Doesn't hurt to ask a GIS professional to do this for you. Start with the source of your data and see if they will accommodate you.

If you are concerned that this will mess up your map legend, remember, you can always hide layers from showing up in your legend.

#### Create your own data

- Select Add
- Select Add Map Notes
- Rename and select a template
- Map Notes is the default
- Point, lines or polygons can be drawn
- When you are done with
  Edit mode, toggle back to Details.



Don't forget to SAVE your changes!

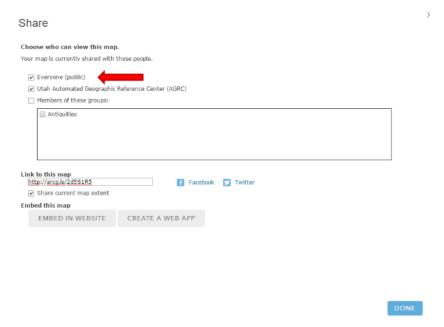
### **Share Maps**

#### Send a Link

Select the Save tab before attempting to share your map.



Select the Share tab



- Select Everyone (public) to share your map with anyone without an organizational account
- Copy the link provided (ex. <a href="http://arcg.is/2bJrcRF">http://arcg.is/2bJrcRF</a>) and email. Link can also be attached to social media accounts (Facebook, Instagram, etc.) to reach a wider audience.
- You also have the option to embed the map directly onto your website.

#### **Create a Web App**

- Both Fee and Paid Accounts can make web apps
- Select Create A Web App from the Share page
- Make sure the share setting is set to Everyone (public) for any maps used in the Web App of your choosing

